



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/28/2014	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #14 – 02
<u>Name of Person:</u> [REDACTED] on behalf of [REDACTED] (student)		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED] cell [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Harassment from fellow student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Respondent (if app.): Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/28/2014	Laura K. Langley t/c with [REDACTED]	[REDACTED] called EOO to report allegation of sexual harassment, spoke with Laura Langley. Student wrote [REDACTED] complaining re: behavior of another student. He tried to get her to say foul words in Spanish and Arabic, and touches her. She has told him to stop. [REDACTED] met with the student who is complaining and told her he'd talk with our office and propose a course of action to address her concerns. LKL relayed conversation to SGS.
2/28/2014	[REDACTED] email to LKL, cc Earl Gibbons	Attached copy of [REDACTED] complaint letter and draft of a behavior contract, seeking feedback.
2/28/2014	LKL email to [REDACTED] cc Earl Gibbons, SGS	Thanks and will bring to SGS' attention and will call back.
2/28/2014	SGS t/c with [REDACTED]	SGS asked [REDACTED] to call [REDACTED] and have [REDACTED] contact SGS.

3/4/2014	████████ t/c with SGS	Sending █████ over to EOO.
3/4/2014	SGS intake with █████ & support person	████████ is a student in the Intensive English Program. She reports that another IEP student, █████, shows her unwanted attention, some of which is sexual in nature. She has asked him to leave her alone. █████ agreed that it would be good for █████ to meet with █████ about his behavior
3/5/2014	████████ email to Michelle Solomon, Mary Browning, Janie Stuart, cc SGS, Molly Vogel & Kate Batten	████████ will be absent today. Please do not count this absence or penalize her in any way for not being there.
3/5/2014	SGS meeting w/ █████ and Molly Vogel	Discussed how best for █████ to talk with █████ about giving █████ space, not touching her, not making comments to her.
3/5/2014	SGS t/c with █████	Scheduled appointment for later today.
3/5/2014	SGS t/c with Nancy Corbin	May be referring █████ to Counseling Center later today.
3/5/2014	SGS meeting w/ █████	Sue talked with █████ about using the resources of the Counseling Center. █████ meeting with █████ today to have him sign an agreement to avoid contact with █████. Copy of signed agreement in file. █████ is satisfied with this outcome. She will come back to EOO if concerns arise in the future.
4/22/14	LKL provided SHPT for IEP faculty	At █████ request, Laura Langley provided Sexual Harassment Prevention Training to IEP faculty.